



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PERSONNEL SPECIALIST

\$2,654 - \$4,273

HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days

RESPONSIBILITIES:

Under the general supervision of the Staff Services Manager I, the incumbent will perform a wide variety of difficult and complex duties within the personnel transactions field; interpret and apply personnel related laws, rules, policies, procedures, and bargaining contracts to personnel appointments, payroll, benefits, and attendance records. The incumbent must be organized, have the ability to perform well in a deadline-oriented position, have good verbal and written communication skills, and be customer service oriented.

DESIRABLE QUALIFICATIONS:

- Must have technical knowledge of transactions and strong interpersonal skills;
- Ability to handle multiple priorities and a wide range of duties;
- Experience in performing extremely detailed work, including complex calculations, with a high degree of accuracy;
- Possess the ability to resolve complex problems over the telephone;
- Experience in working with an Oracle Attendance Reporting System; and,
- Good computer skills with a working knowledge of Microsoft Office software.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Personnel Specialist level. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience

05/12/15RJ

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Personnel Specialist, PSN #413-191-1303-009" ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call Reginald Justo at (916) 492-3351.

FINAL FILING DATE: Tuesday, May 26, 2015 – Close of Business (5:00 p.m.)

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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